

Oklahoma Wing Emergency Services Exercise Stillwater Municipal Airport, Stillwater OK 16 - 18 May 2003 Operations and Training Plan

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1. General.

A. Type of Exercise:

This is a Civil Air Patrol Emergency Services Program Exercise. This will be a U.S. Air Force funded mission that will be an Oklahoma Wing Ground Team and Aircrew Training Exercise. This exercise will provide Ground Teams with several different scenarios in which to train. Additionally, Aircrews will support ground operations and will be presented unique scenarios that will train many aspects of the Oklahoma Wing's Emergency Services Missions. Maximum participation by all units is encouraged. Limited classroom training will be conducted at this exercise. However, properly supervised trainees will receive training on an individual basis.

B. Exercise Location:

This exercise will be conducted at Stillwater Municipal Airport, Stillwater, OK.

C. Primary Dates and Times:

16-18 Feb 2003, sign-in starts at 1800 on May 16 at the Stillwater Airport, Terminal facility.

D. Alternate Date:

Not Applicable.

E. USAF Funding:

Funding for this mission will be as outlined on the attached CAP USAF Form 10 and appendix D

F. Mission Symbol:

This Mission Symbol for this exercise will be A-5, SAR/DR Training/Evaluation.

G. Air Force Mission Number:

As assigned by Southwest Liaison Region.

H. ODCEM Training Number:

Not Applicable.

I. Project Officers:

LT COL Norm Edwards, Wing Director of Operations,
LT COL Paul Spencer, Incident Commander
Major Mark Weiser, Stillwater Composite Squadron Commander.

J. Host Unit:

Oklahoma Wing Headquarters and Stillwater Composite Squadron.

K. Initial Reporting times and locations.

Stillwater Municipal Airport, Terminal facility Friday night (16 May 03) at 1800, 0800 Saturday and Sunday unless night flying the night before, then night crew reporting times TBD based on crew rest requirements.

2. Notification and Application.

A. Notification of Exercise:

This Operation and Training Plan and the Wing Calendar web site will be the primary notification for this exercise. Flight schedules for the SAREX will be available at check-in

B. Qualification Requirements:

ALL participants must hold a current CAP Membership Card, CAP Form 101 card with a minimum of General Emergency Services authorized and a CAP Form 101 Tcard for those specialties in which they are training. These cards must be in their possession at sign-in.

C. Exercise Capacity:

Training events will be scheduled based on Squadron Commander Inputs for squadron personnel requiring initial or recurrent qualification for scanner, observer, mission pilot position, or any ground position. A single participation list detailing training requirements (if any) is due from each Squadron Commander or designee to the Wing Operations Officer by fax or email NLT 04 May 2003.

D. Exercise Enrollment Procedures:

Participants must notify their Squadron Commander as soon as possible and specify what training (if any) is desired, so adequate facility and support assets can be coordinated. Additionally, anyone desiring to be on the Mission Staff should notify their Squadron Commander and the Wing Operations Officer immediately and plan to arrive Friday Evening.

E. Exercise Fees:

No fees are anticipated at this time for the SAREX; however money for lodging and meals will be needed.

3. Exercise Description.

This Exercise will be a Mission Staff Training Exercise as well as a training exercise for ground teams and aircrews. Separate mini-scenarios will be used for maximum training of the varied specialties. Scenarios developed by the Wing Staff will drive mission flow.

The Exercise will begin at approximately 1830 Friday Evening with Mission Staff assignments and briefing. No flight activities are planned for Friday night at this time, but the situation may change as scenario inputs are received. Sign in for all personnel on Saturday morning will begin at 0800 and general briefing at 0900.

This Exercise will be conducted using the Incident Command System adopted by Civil Air Patrol. Please refer to CAPR 60-3 Chapter 8 for an introduction to the Incident Command System.

4. Training Objectives.

A. Primary Objectives:

Complete this Exercise safely with no injuries or incidents.

Practice the techniques necessary to properly conduct CAP Search and Rescue and Disaster Relief Flights in accordance with applicable CAP Regulations.

Practice the techniques necessary to properly conduct CAP Ground Search and Rescue and Disaster Relief Operations in accordance with applicable CAP Regulations.

Practice the techniques necessary to take still, video and slow scan pictures in accordance with the established Southwest Region procedures.

B. Additional Training Objectives:

Individualized training to include CAPF 91 Check rides may be conducted on Sunday at the conclusion of the wing developed scenarios. Personnel requiring such training must notify their Squadron Commanders so the information may be added to the training requirements list. Additional sorties will be added as time and funding permit but they must be scheduled in advance.

Training in Communications and Radio Operation will be incidental to the conduct of this exercise.

Mission Pilot and Aircrew Proficiency, and Disaster Relief Operations Training will be incidental to the training.

Maximize available flight time to qualify scanner and observer class graduates. Training flights for recent scanner class graduates are already scheduled

5. Training Syllabus.

National Emergency Services training syllabus will be used for those training objectives covered.

6. Flight Operations.

A. Aviation Resource Requirements:

All available CAP Corporate aircraft will be required. Private aircraft may be flown to and from the exercise, provided there are at least three people aboard and is APPROVED by the Wing Commander or Director of Operations in writing in advance. Since this is a reimbursed mission a Flight Release Officer must release all private aircraft flights. Preference should be given to cadets as passengers, when possible.

B. Inbound Sorties:

Inbound flights will follow standard CAP release procedures. A properly completed CAP Form 104 will accompany each sortie. All aircraft should plan to arrive no later than 1900 Hrs on Friday and 0700 Hrs Saturday morning.

C. Mission Sorties:

1. Purposes and Conduct of Mission Sorties:

The purpose of these training flights is to practice mission skills and develop crew proficiency in all CAP missions to include: Search patterns, damage intelligence and taking still and video pictures using standardized procedures. All missions will be conducted under VFR conditions, with a minimum of 2500-ft. AGL ceilings. Normal search altitudes will be 1000-ft AGL.

2. Crew Composition:

A standard three-person crew is required. Based on aircraft loading conditions there is a possibility a fourth trainee may be included on certain missions. Crewmembers are encouraged to bring their personal still and/or video cameras as required. Still cameras should be 35MM with zoom lens up to 100-200MM. Video cameras should be VHS or 8MM format. Film and tape will NOT be supplied for this exercise.

3. Routes/Grids to be utilized.

Targets will be assigned during flight briefing.

4. Anticipated Average Sortie Length.

Approximately two hours.

5. Divert airfields and mission recall procedures.

As assigned in briefing.

6. Flight line Operations.

Designated flight line personnel will be used if available. Otherwise pilots will be responsible for parking, tying down, and fueling their own aircraft.

D. Outbound Sorties.

Outbound sorties will be dispatched with CAP Form 104s and the pilot in command will report to Incident Commander/Mission Coordinator or to Lt Col Spencer at 405-440-0201 or PBSpence@swbell.net upon return home with flight times. Failure to call in times will result in the aircraft time and fuel being charged to the Pilot-in-Command.

E. Flight Scheduling.

Scheduling and sortie assignment will be included in Appendix B and provided prior to or at check-in.

F. Flight Briefings.

All flight crews will be briefed prior to flight using appropriate checklists.

G. Flight Management Procedures.

All flights will be tracked using CAP Form 107. Mission boards will be used if available.

H. Flight Debriefings.

All flights will be debriefed and pictures critiqued following each sortie.

I. Mission Intelligence.

All Scenario inputs will be directed to the Incident Commander and passed to the Planning Section Chief for follow-up and investigation.

J. Flight Operations Safety considerations.

Hazards to flight are student training, military low-level route, and normal airport traffic. Stressing the need for heads-up flying during these missions will mitigate these hazards.

7. Ground Operations

A. Ground Operations Resource Requirements.

All Corporate vehicles WILL be present. Four 12-passenger vans and two mini-vans will be needed for mission accomplishment

B. Description of Ground Team Activities.

Ground team sorties will be conducted to evaluate and train team personnel in Search and Rescue and Disaster Relief missions.

C. Composition of Ground Teams.

As a minimum each team will consist of a qualified Ground Team Leader, a Senior Member driver if the Team Leader is not the driver, Assistant/Trainee (as available) and up to 8 other Ground Team Members or Trainee Ground Team Members (as appropriate to the mission.)

D. Mission briefing/debriefing.

All sorties will be briefed and debriefed by mission staff.

E. Ground Team Management procedures.

All ground sorties will be tracked using a CAP Form 107 specifically designated for ground operations.

F. Ground Operations Safety considerations.

Will be identified at sortie briefing.

8. Communications

A. Requirements.

The Wing Crash kit or a minimum of two mission base radios will be required. One slow scan transmitters and one slow scan receiver will be required. Additionally, one airborne repeater will be required

B. Procedures.

Aircrews will report takeoff, sighting of targets, landing to mission base and each half-hour interval at the top and bottom the hour. Ground crews will report leaving mission base and returning to base and each half-hour interval at a quarter to and quarter after the hour.

C. Equipment requirements.

As identified above.

D. Refer to Annex C for detailed Communications Plan.

9. Cadet Participation

A. Cadet Utilization.

Cadets will participate as ground team members, flightline personnel, communicators, and as Mission staff assistants. No after hours cadet activities are planned and will not be conducted, unless identified in this plan and approved by the Liaison Office in advance.

B. Cadet supervision.

Each unit is responsible for supervising their own cadets. If a unit is not able to provide supervision, they must arrange for another unit to take charge of their cadets. A written agreement to be responsible for another unit's cadets must be forwarded to Wing Headquarters by 04 May 2003. A cadet found unsupervised will be sent home and the Unit Commander notified.

C. Cadet Support.

As identified above.

10. Safety

In addition to the normal cautions associated with flight operations during a SAREX, Stillwater Airport is a high-density student traffic training area. All Aircrews will be briefed to remain vigilant during all low-level flight operations. A Safety Officer will be appointed in advance of the Exercise. The designated Safety Officer will obtain a briefing from MAJ Weiser. The Oklahoma Wing Risk Management system will be used. Duty day restrictions contained in CAPR 60-1 will be adhered to. Crew Duty day begins when the member reports for Work OR CAP duty which ever comes first. The duty day is limited to 14 hours and a crewmember may not be scheduled for more than 8 hours flight time during that time nor will they exceed more than 10 hours flight time under any circumstances. Members should be afforded 10 hours crew rest between duty days.

11. Staff Requirements

A. Duties of Exercise Staff.

A full mission staff will be required for this mission. Incident Commander/Mission Coordinator, Safety Officer, Finance/Administrative Section Chief, Operations Section Chief, Air Operations, Ground Operations, Logistics Section Chief, Communications Unit Director, and Planning Section Chief will be required as a minimum. Other positions may be filled as available. Air

Operations and Ground Operations will serve as Briefing and Debriefing Officers in their respective areas unless additional personnel are assigned.

- B. Annex F with a complete list of Staff assignments will be provided prior to or at check-in.

12. Uniform Requirements

Any authorized CAP flight uniform will be acceptable for aircrew member. If aircrew members elect to wear the Air Force Style NOMEX flight suit, they must meet CAP height and weight standards as well as CAP grooming standards. Wear of the AF style flight suit without grade insignia is no longer an option as of 1 Jan 2003. Battle dress uniforms (BDU'S) will be the preferred uniform for ground teams.

13. Administration

- A. Sign-in location and procedures.

Sign-in will be at the terminal facility, on the Stillwater Municipal Airport. Standard sign-in procedures will be used with a one hundred percent ID check.

- B. Credential verification procedures.

All personnel will have their membership, CAP Form 101 and CAP Form 101T checked. Members performing duties that may require CAPF 75 or 76 or First Aid certification will have those documents checked also.

- C. Resource listing.

Will be available after sign in.

- D. Forms/documents.

Each Unit is required to submit a participation letter that includes all members eligible to participate in the exercise. Unit commanders will annotate in the participation letter who will be supervising their cadets including the overnight hours. Be sure that if the unit is bringing female cadets, that a female senior member is designated to supervise at the Armory. Cadets will be asked to identify the senior chaperone at sign-in.

- E. Enrollment and other fees.

None anticipated.

14. Facilities

- A. Classrooms.

Will be necessary to support limited classroom training as well as contingency plans as identified in paragraph 19.

- B. Operations Area.

As assigned.

C. Flight Planning, briefing/debriefing

As assigned.

D. Aircraft Parking.

As directed.

E. Telephone Access.

Will be identified in mission briefing.

15. Logistics

A. Vehicle support.

All Corporate vehicles WILL be present. All available aircraft, four larger vans and two mini vans will be used as a minimum

B. Exercise support.

None required.

C. Billeting.

All senior personnel will be responsible for securing their own lodging. The following list of lodging facilities is provided for your convenience. Cadets will be housed in the OK National Guard Armory on the airport grounds. ***Cots will not be provided.*** The large drill floor area will be used for male members and a separate classroom area will be for female members. A large shower area is available for males and a single shower for females. There will be space for other participants wishing to stay in the Armory.

Here is a partial list of local Stillwater hotels with military/CAP discount prices:

Motel 6
405-624-0433 \$29.99 Single or \$35.99 Double

Fairfield Inn
405-372-6300 \$55.95 Government Rate

Anyone wanting a hotel room should book ASAP.

D. Messing.

1. On-site.

The local unit is trying to work out low cost meals on site so members do not have to go in town to eat. More details to follow. Members may bring their own food or Meals-Ready-to-Eat (MRE).

2. Off-site.

Many varieties of food available within 3 -4 miles.

E. Medical.

Stillwater Medial Center, 1323 West Sixth Street, 405-372-1480 is located within 3 miles.

F. Transportation.

1. Exercise transportation.

Will be provided for ground teams and aircrews as required.

2. Local Area transportation.

Will be provided as necessary for aircrews to get to and from lodging and meals on Friday evening, Saturday evening, Sunday morning and noon.

16. Military Support Requirements

The following military support is required: a minimum of one person from the liaison staff to oversee the exercise.

17. Other Agency Involvement

Oklahoma City Police Mounted Patrol.

18. Public Affairs

A. Internal

As directed by Incident Commander/Mission Coordinator.

B. External

As provided by Wing PAO and Unit PAO

C. Approval for Non-CAP passengers on CAP aircraft

None are anticipated at this time. Will only fly on aircraft signed into the mission (Corporate or Private) if National Headquarters approves them seven days in advance.

19. Contingencies

A. Disaster or Actual Mission.

All forces, or a subset thereof, will be released to support the mission upon approval of Liaison staff.

B. Adverse Weather.

In the event of adverse weather, all aircraft and ground teams will be recalled to mission base as necessary. Depending on the severity of the inclement weather, activities will be modified to obtain the most training under the circumstances. The aircraft will be placed in hangars to the extent possible. If that is not possible they will be securely tied down outside AND chocked. If space is available, the vans may also be placed in a hangar. Alternate activities such as classroom instruction will be given in ES Part 1, GPS, Radio Operator Authorization (ROA), and photographic equipment as necessary.

C. Mishaps.

Mishaps will be handled in accordance with CAPR 62-2. In the event that a mishap occurs, operations associated with, or similar to, the event will be suspended until the problem is corrected and/or verified to no longer constitute a significant hazard.

Annex A
Exercise Scenario

Will be provided by OK Wing Staff.

Annex B

Schedule of Activities:

Friday, 16 May 2003.

1800 Hrs	Sign in begins.
1830 Hrs	Mission Staff Assignments and Staff briefing.
2030 Hrs	Assignment of Air and Ground sorties as necessary.
2130 Hrs	All activity concludes for the day.

Saturday, 17 May 2003.

0800 Hrs	Sign in begins for all personnel.
0815 Hrs	Mission Staff Briefing.
0900 Hrs	General Briefing.
1300 Hrs	Mission Staff Briefing.
1330 Hrs	General Briefing.
1800 Hrs	Mission Staff Briefing.
1815 Hrs	General Briefing.
1830 Hrs	All SAREX activities conclude for the day, depending on scenario inputs from Wing Staff. Night currency flight planning and briefings will commence.
2200 Hrs	All flying activities are concluded.

Sunday, 18 May 2003.

0800 Hrs	Sign in begins.
0830 Hrs	Mission Staff Briefing.
0830 Hrs	Stan Eval briefings for check rides
0900 Hrs	General Briefing
0930 Hrs	Ground and Air Sorties begin as assigned.
0930 Hrs	Chaplain's Call
1300 Hrs	General Debriefing.
1430 Hrs	All activities conclude unless otherwise determined

Annex C

Communications

Channel Assignments:

Frequency Designator	Frequency	NAT Radio	EF Johnson Radio	Assignment
TAC 1	148.150	1	1	Check-in / Gnd
TAC 2	148.125	2	2	Air
TAC 3	148.5375	3	3	
TAC 4	149.0375	4	4	Air to Gnd
Slow Scan	155.125	N/A	N/A	Slow Scan
ABN Repeat	148.150	N/A	Zone 9 Chan 10	ABN Repeater

20 Minutes prior to initial arrival, all air and ground vehicles will report in to Mission Base on TAC 1.

During missions, Aircraft will use TAC 2 for communications with Mission Base. If unable to contact Mission Base direct, relay through High Bird on TAC 2.

During missions, Ground units will use TAC 1 for communications with Mission Base, unless the use of an Airborne Repeater is briefed and then they will use the designated Airborne Repeater channel. If direct communications are not possible as listed above, ground unit may use TAC 2 for aircraft relay.

Slow scan video transmissions will be on the designated Slow Scan frequency.

Annex D

Budgetary Requirements:

Aircraft:

Cessna 182	20 hours @ \$32.00 per hour	\$ 640.00
Cessna 172	40 hours @ \$30.00 per hour	\$1200.00
Estimated Aircraft Fuel reimbursement (700 gallons X \$2.50)		\$1750.00

Vehicles

Vehicle Gas and operations	\$ 750.00
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Communications

Long Distance Charges	\$ 100.00
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Total	\$ 4440.00
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Annex E

Training Syllabus

Refer to National Training Syllabus

Annex F

Staff Assignments

Staff Position	Primary	Assistant/Backup
Incident Commander	TBD	
Safety Officer	TBD	
ICS Liaison Officer	TBD	
Public Information Officer	TBD	
Chaplain	TBD	
Planning Section Chief	TBD	
Operations Section Chief	TBD	
Air Ops Branch Director	TBD	
Gnd Ops Branch Director	TBD	
Finance/Admin Section Chief	TBD	
Logistics Section Chief	TBD	
Communications Unit Leader	TBD	

Annex G

Maps and Diagrams

Directions:

Stillwater Airport is located just northeast of town. The National Guard Armory is just down the street.



